

**BOB**

**CLEVELAND, TENNESSEE**

**JONES**

**COLLEGE**



**ANNOUNCEMENTS**

**FOR 1937  
1938**

**Volume X . . . . . No. 1**



CATALOGUE OF

Bob

Jones

College

Volume X

Number 1



ANNOUNCEMENTS

for

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CLEVELAND, TENNESSEE





### COLLEGE CREED

I believe in the inspiration of the Bible, both the Old and New Testaments; the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Savior, Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of mankind by the shedding of His blood on the cross; the resurrection of His body from the tomb; His power to save men from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God.



### COLLEGE MOTTO

No college shall excel us in the thoroughness of our scholastic training; and, God helping us, we endeavor to excel all other colleges in the thoroughness of our Christian training.

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Whatever educational problem a student may have, the Bob Jones College is in position to solve that problem, at least through the sophomore year. In most cases, the college can solve a student's problem beyond the sophomore year.





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## COLLEGE CALENDAR

September 8, Wednesday . . .	Formal opening. Freshman Orientation begins.
September 9, Thursday . . .	Registration for students in the upper classes, the School of Business, and the Academy.
September 10, Friday . . . .	Registration for Freshmen.
September 11, Saturday . . .	Classes begin.
November 25, Thursday . . .	Holiday for Thanksgiving.
December 17, Friday . . . .	Christmas vacation begins.
January 4, Tuesday . . . . .	Classes resumed.
January 22, Saturday . . . .	First semester ends.
January 24, Monday . . . . .	Second semester begins.
June 1, Wednesday . . . . .	Commencement exercises.



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 J. D. EDWARDS, A. B., Dean of Men  
 VIDA LEWIS, A. B., Dean of Women  
 HAZEL CLAIRE RILEY, A. B., Assistant Dean of Women  
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 FANNIE MAY HOLMES, A. M., Dietitian  
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 MRS. LOREN G. JONES, A. B., Extension Secretary  
 MARJORIE PARKER, A. B., Secretary to President  
 ELIZABETH ADAMS, A. B., Hostess  
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**OFFICERS OF INSTRUCTION**

(1936-1937)

ROBERT R. (Bob) Jones, D.D., President

ROBERT R. (Bob) JONES, Jr., History  
 A. B., Bob Jones College; M. A., University of Pittsburgh, Litt. D.,  
 Asbury College; Special work, University of Chicago, University of  
 Alabama, Northwestern University.

EUNICE HUTTO, Mathematics  
 A. B., Huntingdon College; M. A., University of Alabama; Special  
 work, University of California, University of Tennessee.

KATIE NELL HOLMES, English  
 A. B., M. A., University of Alabama; Graduate student, Columbia  
 University.

EDWIN S. IREY, Organ  
 Mus. B., Cincinnati Conservatory of Music.

W. W. LEE, School of Business.  
 A. B., B. B. A., M. A., Baylor University.

WILLIAM A. ANDERSON, Bible  
 A. B., M. A., Bob Jones College.

\* WILLIAM T. BRUNER, Jr., Greek, Hebrew  
 A. B., Furman University; Th. M., Ph. D., Southern Baptist Theological  
 Seminary.

RUTH M. FLOOD, Speech  
 A. B., Taylor University; M. A., University of Michigan; Special work,  
 Rice School of Speech, Northwestern University.

CLARA B. HENLEY, Education, Music  
 A. B., Duke University; Diploma in Music, Guilford College; M. A.,  
 Columbia University; Diploma in Bible, Columbia Bible College; Grad-  
 uate student, Northwestern University, Peabody College.

FRANCIS E. WEST, Chemistry and Biology  
 B. S., M. S., Michigan State University; Sc. D., Milton University;  
 Fellow in Botany, University of Wisconsin; Graduate work, University  
 of Michigan, University of Wisconsin, University of California.

DOROTHY SEAY, French, German  
 A. B., Randolph-Macon Woman's College; M. A., University of Chica-  
 go; Graduate work, University of Chicago.

HENRY W. BERG, Voice  
 Mus. B., Kansas University; A. B., Pomona College; Graduate work,  
 University of California.

\* On leave of absence 1936-37 for special research abroad.

ALBERTA DICKMAN, Violin  
 Mus. B., Wheaton College; Graduate Work, American Conservatory of  
 Music, Northwestern University School of Music.

LILLIAN LEE, Science  
 A. B., Bob Jones College; M. A., Colorado College of Education.

FANNIE R. GASTON, Astronomy and Mathematics  
 M. A. Cincinnati University; eight years with Cincinnati Observatory;  
 Graduate work, Ohio State University.

AUGUSTUS H. MOORE, Spanish, Greek  
 A. B., M. A., Birmingham-Southern College.

HUGH PRICE FELLOWS, English, Speech  
 A. B., Bob Jones College; Graduate work, Northwestern University.

MRS. REUBEN T. ALLEN, French, Latin  
 A. B., University of Tennessee.

MIRIAM GARVEY REEVES, English  
 A. B., Converse College; Graduate work, Wofford College.

GRACE W. HAIGHT, Missions, Hymnology  
 Litt. D., Bob Jones College.

FANNIE MAY HOLMES, Home Economics  
 A. B., Bob Jones College; M. A., Colorado College of Education.

HELEN CATHERWOOD, Voice, Bible  
 Ph. B., Wheaton College; Evangelical Teacher Training Diploma,  
 Wheaton College; Graduate, Bible Institute of Los Angeles.

META HARRIS, Piano.  
 Graduate Cadek Conservatory of Music; Student Juilliard School of  
 Music.

HARRIETTE STOLLENWERCK PARKER, Piano  
 A. B., Bob Jones College.

LOIS WILSON, Speech  
 A. B., Bob Jones College; Graduate work, Colorado College of Edu-  
 cation.

ELIZABETH ADAMS, Speech.  
 A. B. Jones College; Graduate Work, University of Michigan.

JAMES D. EDWARDS, History, Bookkeeping  
 A. B. Bob Jones College.

JONATHAN TANAKA, Spanish, Typewriting  
 A. B., M. A. Bob Jones College.

MRS. W. A. ANDERSON, Piano  
 Diploma Meridan School of Music; Special Work, Bob Jones College.



**Faculty Additions**

1937-38

JOHN B. HARRISON, History  
A. B. University of North Carolina; M. A. University of North Carolina;  
Ph. D. University of Wisconsin.

MARY WEBSTER HARRISON, English  
A. B. Cedarville College; M. A. Ohio State University.

JOHN WARREN McINTIRE, Music  
A. B., Asbury College; M. Mus., Cincinnati Conservatory.

EDNA MAE BALD, Piano  
A. B. Asbury College.

IRVIN E. SOUDER, Bible  
A. B. Knox College; Th. B., Th. M. Southern Baptist Theological Seminary.

MONROE PARKER, Director Religious Activities  
A. B. Bob Jones College.

**PERSONAL WORD FROM THE PRESIDENT**

The Bob Jones College, which has had a successful history for ten years, will open its 1937-1938 session on the 8th day of next September. Cleveland is in the center of one of the most attractive sections of the entire country. It is only a short distance from the historic city of Chattanooga. It is less than one hundred miles from Knoxville, and only a drive of a few hours from Birmingham, Ala., Atlanta, Ga., Asheville, N. C., and many other interesting cities and towns of the South.

It offers four years of work leading to a bachelor's degree. It is interdenominational, orthodox, and co-educational. It stands without apology for the absolute authority of the Bible.

A famous educator who has visited our college on several occasions said, "I have inspected more than three hundred colleges in the United States. There is something in the Bob Jones College that I have never found in any other institution. You can't tell it. You can't write it. You have to visit the college and feel it." Our college has a spirit all its own. It has an atmosphere of culture without the cold formality which is found in some institutions.

As an institution we believe in denominational co-operation without organic union. We believe in the right of every Christian to interpret the Bible as he may be led by the Holy Spirit, but we deny the right of any Christian to question the authority of the Book. Religiously, our testimony is: "Whatever the Bible says is true." Every teacher in the college signs our orthodox creed once each year.

We are proving in our institution that it is possible to be thorough in scholastic work and to have a happy, contented student body in this modern age, and still hold to the old, orthodox, religious position of our fathers.

While a number of our students are going into the ministry, or to mission fields, or into some other form of Christian work, a great many of them are planning to be lawyers, doctors, teachers, business executives, etc.



### GENERAL INFORMATION

In studying the courses outlined in this catalogue, you will note that a student may have as many hours in his minor, which is required, as he has in his major. This arrangement enables a student to receive a Bachelor of Arts degree from the Bob Jones College and then to enter a graduate school and receive his Master of Arts degree in the minor which he had in our institution.

A student may have a minor in English, history, or foreign language.

We believe that, because we limit our student body and because of the intensely Christian atmosphere of our institution, we are in a better position to do the work in the fields that we cover than any other institution in the country.

Each student in our college is required to take Bible every year. This applies not only to college students but also to high school students and School of Business students as well. We offer to every student in the college, the high school, and the Business College, voice, piano, violin, pipe organ, and speech without extra cost, except a small fee for the use of the practice piano or organ. We put much emphasis on public speaking for we do not believe that a boy or girl is really educated until he or she is able to stand on the platform of any auditorium and talk with ease to an audience.

Our college has the reputation of being strict; but our student body, we believe, is the most contented group of students on the American continent. The rules and regulations of the institution are made by a committee of the faculty and the students, and can be changed only by a vote of these two groups. The rules and regulations are reasonable and necessary.

At the Bob Jones College, religion is the natural thing. It is not stereotyped, strained, or "overly-pious." It is simple and unaffected. Every class is opened with prayer, and our social gatherings blend easily and naturally into "a little prayer before we go." We believe in a clean social life. We encourage properly chaperoned parties. In all our work and play, in personal life and social relations, we seek to be loyal to the Lord Jesus Christ.

In connection with our college we have a high school where we do four years of accredited work. The high school girls are housed in one section of the women's dormitory. The boys in the high school under eighteen years of age are under special supervision.

Every student in our institution receives personal and constant attention. Any boy or girl is free to go for advice or assistance to any member of the faculty at any time. We limit our attendance to a maximum of three hundred dormitory students. The physical health of the students is cared for by supervised calisthenics, baseball, volley ball, basket ball, tennis, playground ball, and hiking. An indoor swimming pool provides facilities for teaching swimming. All students are required to take an hour of physical exercise each day.

Parents may send their sons and daughters to the Bob Jones College and go to sleep at night in perfect peace, knowing that their children are safe physically, mentally, and spiritually.

We shall be glad to give any detailed information to any parent or to any prospective student.

Remember, whatever educational problem a student may have, the Bob Jones College is in position to solve that problem, at least through the sophomore year. In most cases the college can solve a student's problem beyond the sophomore year.

### BUILDINGS AND EQUIPMENT

Located on a beautiful campus in the heart of the residential district of Cleveland, the physical plant of the Bob Jones College combines beauty and utility.

**Women's Dormitories** The women's dormitories are fireproof, well ventilated, and well lighted. All rooms have hot and cold running water, and a number of the rooms have connecting baths.

**Men's Dormitory** The men's dormitory is a new two-story brick building arranged for comfort and convenience with built-in furniture and comfortable beds. It has hot and cold running water, closet space in each room, and plenty of showers and lavatory facilities.



**The Dining Hall** The college will have used for the first time in the 1937-38 session its new dining hall and kitchen, a building which is being completed in the summer of 1937. This building will be modern in every respect, spacious, and cheerful. Students will be seated at small tables, and place assignments will be frequently changed in order that students may make pleasant and varied contacts at meals. In this new building will also be located the home economics sewing room, kitchen, and dining rooms. Private dining rooms will be available for special parties.

**Class Room Building** The class room building is a two-story brick building, well lighted and equipped.

**Margaret Mack Auditorium** A new auditorium which was dedicated on Easter Sunday, 1936, is one of the most perfectly equipped buildings in the South. In the auditorium building are located most of the studios of the music and speech departments.

**Gymnasium** The Bob Jones College has one of the finest college gymnasiums in the Southeast, well equipped with locker rooms, showers, etc.

**Science Equipment** The college maintains an adequately equipped scientific laboratory.

**Library** The college is moving its library during the summer of 1937 to well lighted and conveniently arranged, spacious quarters. The library is well equipped and catalogued. The city of Cleveland has a public library close by, and its services are available to the students.

**Book Store and Post Office** "Little Moby's Corner", located on the campus and operated by the college, carries a full line of school supplies and all necessary textbooks as well as fruit, candy, ice cream, soft drinks, etc. The student mail is given out here, and stamps and post cards may be purchased.

## CURRICULA

### The College Offers the Following Curricula:

1. Bachelor of Arts degree with a major in music, speech, or religion. The work of the first two years is the same as that of any standard college, and a student may transfer to another school after two or three years in the Bob Jones College and receive full credit for his work.
2. Two-year Teachers Course leading to a permanent elementary certificate in Tennessee. This course is approved by the State Board of Education.
3. The School of Business, in connection with the college, offers a one-year business course, including a secretarial course and a bookkeeper's course.
4. The four-year high school, in connection with the college, offers the regular state adopted high school courses, and is fully accredited by the State Department of Education.

## PHYSICAL CARE

**Health Service** Every dormitory student of the Bob Jones College has medical service included in his fees. A fine, well-trained, competent Christian physician is available for the students at certain, definite office hours. In case of an emergency, he may be called any hour of the day or night. A trained nurse is resident in the college dormitory to look after the physical welfare of the women students. Cleveland has two well-equipped hospitals with trained staffs of physicians and attendants.

**Physical Education** All students are required to take regular classes in physical education unless excused by a certificate from a physician. A program of intramural sports is provided for both men and women students. Organized classes in calisthenics, remedial exercises, and hygiene are maintained. Instruction is given in such sports as tennis, swimming, basket ball, volley ball, playground ball, track and field events, and hiking. The principal objectives are:

1. Learning to keep physically fit, and to protect the body against weakness and disease.
2. Learning to practice co-operation and good sportsmanship.
3. Learning some sports in which the student can participate after he leaves college.



## RELIGIOUS SERVICES

**Sunday School** Sunday school is held on the campus each Sunday. At the opening and closing exercises, all the various religious denominations meet together. A general superintendent, elected by the entire Sunday School, presides. For the lesson periods, the various denominational classes, retire to separate rooms where they are taught by teachers of their own choice.

**Sunday Morning Worship** The Sunday morning worship at 10:45 is a regular feature of the college religious program. Every student is required to attend the Sunday morning worship service except in the case of young ministers who are away conducting services. There is a regular choir which presents special music. The message is brought by the president, some minister who is a member of the faculty, a student of the Ministerial Association, or a visiting clergyman.

**Vespers** The four o'clock Sunday vesper service is probably the best known of all the religious services of the Bob Jones College. It presents members of the faculty and students of the Departments of Speech and Music in a sacred program. Occasionally, a religious drama is presented by the Speech Department. These vespers are both cultural and devotional, and they are largely attended by visitors for miles around.

**Young People's Societies** The various denominational groups—Christian Endeavor, B.Y.P.U., Epworth League, etc.—hold their regular meetings each Sunday afternoon following the vesper service.

**Sunday Evening Worship** There is no evening service on the campus, but students are urged to attend Sunday evening worship at the church of their own denomination in Cleveland.

**Chapel Services** One of the most interesting features of the Bob Jones College is the forty-five minute chapel service held every morning from Monday through Saturday. These services are a source of great inspiration to the students. Five days a week the chapel message is brought by the president when he is on the campus, and in his absence by selected speakers. On Monday the student body meets at the chapel hour. Attendance is compulsory.

## STUDENT ORGANIZATIONS

**Literary Societies** There are no fraternities or sororities on the Bob Jones College campus, but there are eight flourishing literary societies. Every student is eligible for membership in one of these groups. The Sigma Lambda Delta, Sigma Kappa Rho, Chi Sigma Phi, and Tri Sigma are for the girls and the Pi Gamma Delta, William Jennings Bryan, Chi Delta Theta, and Phi Beta Chi societies are for the boys.

**Pan Hellenic Council** The Pan Hellenic Council is composed of the president and one representative of each of the literary societies. The purpose of the Council is to guide and control the activities of the literary societies.

**Pioneer Club** The Pioneer Club consists of all members of the faculty and the student body who were connected with the college during its first year.

**The Friendship Club** The Friendship Club is composed of all the girls on the campus. The purpose of the club is to create a closer bond of friendship among the girls in the college.

**The Life Service Band** The Life Service Band is an organization of students who have volunteered for definite Christian service. It seeks to train and encourage its members to become efficient in personal evangelism.

**The Student Foreign Missions Fellowship** The Student Foreign Missions Fellowship is composed of those students who have been definitely called to the foreign mission field. The local group is identified with other similar groups in orthodox Christian colleges. The objective of the group is to stimulate missionary vision and zeal on the campus.

**The Ministerial Association** The Ministerial Association is a band of students who have been called into the ministry. The association aims to promote in every way possible the work of the kingdom of God.

**The Laymen's Club** The young men who belong to this club are those who have decided that they will use all their opportunities to lead the unconverted to their Lord and Savior.

**Denominational Organizations** The various religious denominations have their own young people's societies and Sun-



day school classes. Students are urged to attend the meetings of the denominational group with which they have been affiliated at home.

**The Choral Club** The Choral Club consists of students carefully selected for their musical talent. The best choral music, accompanied and unaccompanied, is studied. The club appears in several formal concerts during the year.

**The Classic Players** The Classic Players are the only college Shakespeare repertoire group in the world. Membership is open to all students who show talent or ability in public try-outs.

**Orchestra** There is an excellent orchestra, composed of those students who play musical instruments, under the supervision of a trained director. This orchestra gives numbers at vesper services, at recitals, and on various other programs during the school year.

### SPECIAL ADVANTAGES

**Artist Series and Recitals** The students of the Bob Jones College have the opportunity of hearing, in the course of the year, a number of outstanding artists—musicians, readers, and lecturers—who are presented on the Lyceum Series. In addition, there are recitals by members of the faculty of the Departments of Speech and Music which are also included in the Artist Series. A portion of each student's fee is applied on a season ticket for the Artist Series.

**Student Recitals** Recitals are given monthly by the students of the Music and Speech Departments who thereby have an opportunity of appearing in public. Attendance at these recitals is compulsory for all students of the Music and Speech Departments. Students majoring in music or speech are required to give a recital during their senior year.

**Radio** Talented students have an opportunity for radio appearances on the college broadcasts.

**Debates** The students' literary societies sponsor inter-society debates each year. Participants are selected by the students in the societies. The final debate is one of the chief events of the commencement exercises each year.

### PUBLICATIONS

"The Fellowship News" is a paper published weekly at the college. It is the official publication of the National Organization of Young People's Fellowship Clubs.

"The Conqueror" is a literary publication, issued monthly by the students.

"The Vintage" is the college annual, published by the students.

### EXPENSES

The total cost for room, board, tuition, and fees for the nine months amounts to \$432.50. In addition, there is a small rental fee for the use of a practice piano or organ and a Student's Activity Fee of \$5.00 a semester. These expenses, itemized, are as follows:

Tuition and fees, a semester .....	\$92.50
Room and board, a month .....	27.50
Piano rental, a semester .....	3.00
Voice fee, a semester .....	3.00
Pipe organ rental, a semester .....	12.50
Student Activity fee, a semester ....	5.00

This fee pays for "The Vintage", the college year book; for all college programs; the Artist Series; and for athletic activities.

No payments will be refunded to students who leave the college for any reason.

### SCHOLARSHIPS

A few loan scholarships are available to worthy students who are not able to make full payment for board and tuition.

### REQUIREMENTS FOR ADMISSION

All candidates for admission to the college must give satisfactory evidence of good character, and all students transferring from other schools must present a statement of honorable dismissal.



### ADMISSION TO FRESHMAN CLASS

Graduates of accredited high schools will be admitted to the college upon receipt of a properly certified statement from the principal of the high school showing that at least 15 units of acceptable work have been completed. (A unit represents 5 periods of at least 45 minutes each week for 36 weeks.)

**This statement should be forwarded directly from the principal to the dean before the opening of school. Blanks for this purpose will be furnished by the college.**

Candidates should present at least—

- 3 units of English,
- 1 unit of algebra,
- 1 unit of plane geometry,
- 1 unit of history, and
- 1 unit of laboratory science.

Not more than 3 units in vocational subjects will be accepted.

Students who do not present 2 units in a foreign language will be required to complete 18 semester hours of a foreign language in the college instead of 12 semester hours in order to satisfy the foreign language requirement. The minimum number of units that will be accepted for entrance in any one foreign language is 2.

Students who present 15 units but who are deficient in some specified unit will be admitted, but the deficiency must be removed before the beginning of the second year. Students who meet the entrance requirements, but are not prepared to do work in certain subjects they wish to pursue, may take such preparatory courses in the high school.

Candidates who are graduates of unaccredited high schools and mature students whose work has been irregular, will be given certain general tests at the beginning of school, and upon recommendation of the Scholarship Committee will be enrolled and placed on probation for one semester. If such students meet the educational requirements of the college during this time they may be allowed to continue their work. All entrance requirements must be met before such students can become candidates for degrees.

### ADMISSION TO ADVANCED STANDING

Applicants for advanced standing should have a transcript of their high school and college credits with a statement of honorable dismissal sent directly from the registrar of the last school attended to the dean of Bob Jones College. This should be sent as soon as possible before the opening of the school year.

### SCHOLARSHIP REGULATIONS

#### Late Registration

Students who enter late and register after the time set aside for registration will be required to pay a fee of \$3.00.

#### Classification of Students

Students' classification will be given on the following basis:

**Freshman:** Fifteen units of entrance credit.

**Sophomore:** At least 24 semester hours of credit and 24 honor points. All entrance deficiencies removed.

**Junior:** At least 58 semester hours of credit and 58 honor points.

**Senior:** At least 92 semester hours of credit and 92 honor points.

**Special:** Mature students doing special work and who are not candidates for degrees. Only a small number of special students are accepted.

#### Honor Points

A student must earn 130 honor points before a degree will be conferred upon him. Honor points are granted as follows:

A	. . . . .	3	honor	points	a	semester	hour
B	. . . . .	2	"	"	"	"	"
C	. . . . .	1	"	"	"	"	"
D	. . . . .	0	"	"	"	"	"
E, F	. . . . .	—1	"	"	"	"	"

Students who enter with advanced standing are required to earn as many honor points as hours while they are in residence at the college.



### GRADING SYSTEM

The following grading system is used:

A . . . . .	Superior
B . . . . .	Above average
C . . . . .	Average
D . . . . .	Passing grade
E . . . . .	Condition
F . . . . .	Failure; Course must be repeated
I . . . . .	Incomplete
X . . . . .	Absent from examination

Students who make an E, I, or X are required to make up or complete the work during the following nine-weeks period. If this is not done, the grade is changed to an F and the course must be repeated. A small fee is charged for special examinations. Students who remove an E or an I will not be given a grade higher than D.

### Schedule of Work

Sixteen hours of class work a semester constitute a normal load for a student. Students who have work scholarships will reduce their program of studies accordingly. Upper class students with an average grade of B will be permitted upon recommendation of the Scholarship Committee to register for a limited number of additional hours.

### Change of Schedule

No student may drop a course, begin a new course, or make any change in his schedule after registration is completed without the permission of the dean.

### REQUIREMENTS FOR GRADUATION

The Liberal Arts College is organized in two divisions. The Lower Division includes the freshman and sophomore years and the Upper Division includes the junior and senior years. The Bachelor of Arts degree is granted upon completion of one of the curricula of the Upper Division.

In the Lower Division, the work required is general in character fitting the needs of practically any student, including those of the pre-medical and pre-law students, prospective teachers, ministers, and students planning to enter other professional schools. The regular courses offered in most liberal arts colleges are given.

We do not ordinarily advise any student to remain in the Bob Jones College beyond the sophomore year unless he or she is especially interested in music, speech, or religion. However, many students who are not especially interested in these three subjects finish their junior year here and then transfer to some other college or university for their senior year's work. A number of students have taken a major in music, speech, or religion, with a minor in English, or some other subject, and having received their Bachelor of Arts degree in Bob Jones College, have gone to graduate schools and earned the Master of Arts degree in the subject which was the minor while at Bob Jones College.

The work of the Upper Division is specialized in character. It is concentrated around the three major fields: music, speech, and religion. Students are admitted to the Upper Division when they have completed the work of the Lower Division, or its equivalent, with an average grade of C. Each student selects music, speech, or religion in which to do his major work, and English, history, or a foreign language in which to do his minor work. His major professor will act as an adviser and will assist him in the selection of his minor subject.



### Specific Requirements for the Bachelor of Arts Degree

**Residence** At least one year in residence at the college, including the last semester of the senior year, is required. If a student is in residence only one year, a full load of work must be carried and as many honor points earned as hours taken.

**Hours and Quality Points** At least 130 semester hours and 130 honor points must be earned. Not more than 6 hours may be earned in extra-curricular activities. At least two-thirds of the work during the junior and senior years must be taken in courses numbered 300 and 400.

**Comprehensive Examination** During the semester preceding graduation a comprehensive examination covering the major and minor subjects is required. A candidate for a degree with a major in speech or music is required to give a public recital during the senior year.

**Specific Courses** The following courses are required of all candidates for the Bachelor of Arts Degree:

Freshman Orientation . . . . .	2	semester	hours
English 111-21, 211-21 . . . . .	12	"	"
History 111-21, 411-21 . . . . .	12	"	"
*Bible 111-21, 211-21 . . . . .	4	"	"
Mathematics . . . . .	6	"	"
Science . . . . .	6	"	"
**Foreign Language . . . . .	12 or 18	"	"
Speech . . . . .	6	"	"
Psychology or Sociology . . . . .	3	"	"
***Physical Education . . . . .	4	"	"

\* Some Bible course must be elected each semester by all students.

\*\* Students who do not present as many as 2 units in a foreign language for entrance are required to complete 18 semester hours of foreign language in college. Students who continue the language started in high school, are required to take 12 hours in college.

\*\*\* Unless excused by a physician. Students who are excused are required to earn the 4 hours in some other subject.

**Major and Minor** A major in music, speech, or religion and a minor in English, history, or a foreign language must be taken. Requirements in the different departments are listed below. A course completed with grade of D cannot be counted toward a major or a minor requirement in any department.

### BIBLE

Students who major in Bible must complete 20 semester hours in Bible in addition to the courses required of all students. These courses must be chosen from courses numbered from 300 through 400. Ministerial students who major in Bible must elect 12 hours of Greek and 6 hours of Hebrew, or 18 hours of Greek.

### MUSIC

Students who major in music must be able to pass an informal examination upon entrance. Piano, organ, voice, or violin may be chosen as the applied major. The following music theory courses are required:

Sight-singing and Terminology  
Harmony 112-22  
Harmony 211-21  
Music History and Appreciation  
Dictation and Ear Training

Applied music must be taken each year, and a normal amount of progress made. A public recital is required during the senior year.

### SPEECH

A major in speech consists of the following courses, in addition to Speech 111-21, which is required of all students:

Speech 211-21  
Speech 311-21  
Speech 312-22

and private lessons during the junior and senior years. Enough additional hours to make a total of 24, exclusive of Speech 111-21, must be elected from courses numbered from 300 through 400. Students whose major is speech must elect English 312-22. A public recital is required during the senior year.



**ENGLISH**

The minimum requirements for a minor in English are 18 semester hours in English in addition to the courses required of all students. English 311-21 is required, and the additional 12 hours may be taken in any courses numbered from 300 through 400.

Seniors who are found deficient in English grammar and rhetoric are required to take English 413 without credit during the last semester of the senior year.

**FRENCH**

A minor in French consists of the following courses:

French 211-21  
French 311-21  
French 411-21

If French is chosen as a minor, some other foreign language must be taken to fulfill the general foreign language requirement.

**SPANISH**

A minor in Spanish consists of the following courses:

Spanish 211-21  
Spanish 311-21  
Spanish 411-21

If Spanish is chosen as a minor, some other foreign language must be taken to fulfill the general foreign language requirement.

**HISTORY**

In addition to the courses required of all students, those minoring in history should take History 211-21 and at least 12 hours in courses numbered from 300 through 400.

A large percentage of the graduates of the college goes each year to graduate schools of the universities for further work leading to Master's and Doctor's degrees. This graduate work may be taken in the major or minor subject pursued by the student in the college. The student should have in mind by the end of his junior year the type of graduate work he wishes to do, and, if possible, he should select the institution in which he plans to study. This will enable him to plan his work during his senior year in accordance with the requirements of the graduate school. A student will not be recommended for graduate work unless he makes an average of B in both major and minor subjects.

The student who plans to teach in the elementary schools should elect courses in elementary education and other courses in accordance with the requirements of the state in which he wishes to teach. The student who wishes to meet the certification requirements in Tennessee should take the regular Elementary Teachers Course. This course is approved by the State Board of Education, and permanent elementary certificates are granted by the State Department upon its completion. These certificates may be validated in some of the other states.

A student who plans to enter a medical school, law school, or some other professional school should consult the requirements of the particular professional school he has selected. The college administration and faculty will be glad to furnish information which will assist the student in planning his work in accordance with the entrance requirements of the professional school he wishes to enter.



### DEPARTMENTS OF INSTRUCTION

The numbers under Courses of Instruction relate to the year, the semester, and the course. For example, En. 321 means English given primarily for third year students (juniors), the second semester, and the first course. Re. 211 means sophomore Bible, the first semester, the first course. Courses numbered from 100 through 200 are for students in the Lower Division, and courses numbered from 300 through 400 are for students in the Upper Division.

Credit is given in terms of semester hours, a semester hour being defined as 18 hours of class work or 36 hours of laboratory work. Therefore, a class which meets for class work 3 hours a week for a semester will ordinarily give 3 semester hours of credit. A class which meets for class work 3 hours a week and for laboratory work 2 hours a week will give 4 semester hours credit.

### BIBLE

Mr. Anderson, Miss Henley, Dr. Haight

#### Re. 111—OLD TESTAMENT

A synthetic study of the Old Testament, with outlines, lectures, and discussions, designed to give the student a thorough working knowledge of the Old Testament.  
First semester, one hour.

#### Re. 121—OLD TESTAMENT

A continuation of Re. 111.  
Second semester, one hour.

#### Re. 112—GENERAL SURVEY OF THE BIBLE

This course is designed for Business College students and special students.  
First semester, one hour.

#### Re. 122—GENERAL SURVEY OF THE BIBLE

A continuation of Re. 112.  
Second semester, one hour.

#### Re. 211—NEW TESTAMENT

A study of the life of Christ, the life of Paul, and the Epistles; designed to give the student a thorough working knowledge of the New Testament.  
First semester, one hour.

#### Re. 221—NEW TESTAMENT

A continuation of Re. 211.  
Second semester, one hour.

#### Re. 311—BIBLE PROPHECY

A study of the lives and messages of the prophets of the Bible, pointing out the historical fulfillment of the prophecies already accomplished, and a study of the current events in the light of prophecy.  
First semester, three hours. (Offered 1937-38 and alternate years thereafter.)

#### Re. 321—BIBLE PROPHECY

A continuation of Re. 311.  
Second semester, three hours.

#### Re. 312—CHRISTIAN MISSIONS

A study of the principles of Christian missions, outlines of missionary history, and biographies of great missionaries.  
First semester, two hours.

#### Re. 322—CHRISTIAN MISSIONS

A continuation of Re. 312.  
Second semester, two hours.

#### Re. 323—HYMNOLOGY

A comprehensive study of the lives and hymns of hymn-writers from antiquity through the period of the Gospel songs.  
Second semester, two hours.

#### Re. 411—HEBREW HISTORY

See Hi. 411.  
First semester, three hours.

#### Re. 421—HEBREW HISTORY

A continuation of Re. 411.  
Second semester, three hours.



## Re. 412—BIBLE DOCTRINES

A practical study of the fundamental teachings of the Bible on such doctrines as those expressed in the College creed.

First semester, three hours. (Offered 1936-37 and alternate years thereafter.)

## Re. 422—BIBLE DOCTRINES

A continuation of Re. 412.

Second semester, three hours.

## Re. 413—CHRISTIAN EVIDENCES

This course is designed to acquaint the student with the views of destructive critics, and to establish his faith in the authority of the Word of God by showing the fallacies in the so-called "Modernistic" position.

First semester, three hours. (Offered 1936-37 and alternate years thereafter.)

## Re. 423—CHRISTIAN EVIDENCES

A continuation of Re. 413.

Second semester, three hours.

## Re. 414—COMPARATIVE RELIGIONS

A study of the major religious systems of the world, showing how "Man by wisdom" has not known God, and how the Christian religion is the only one that meets the needs of Adam's fallen race. (Offered 1937-38 and alternate years thereafter.)

## Re. 424—COMPARATIVE RELIGIONS

A continuation of Re. 414.

Second semester, three hours.

**CHEMISTRY AND BIOLOGY**

Dr. West, Miss Lee

## Sc. 112—THE SCIENCE OF OUR ENVIRONMENT

For students who plan to take only one year of science. Fulfills requirements of one year of science.

First semester, three hours.

## Sc. 122—THE SCIENCE OF OUR ENVIRONMENT

A continuation of Sc. 112.

Second semester, three hours.

## Ch. 111—GENERAL CHEMISTRY

This course is open to all students who have completed a year of high school chemistry or its equivalent. Emphasis is given to the laws and theories underlying the science. Three lectures and one laboratory period a week.

First semester, four hours.

## Ch. 121—GENERAL CHEMISTRY

A continuation of Ch. 111. Three lectures and one laboratory period a week.

Second semester, four hours.

## Ch. 211—ORGANIC CHEMISTRY—ALIPHATIC SERIES

An introductory course in organic chemistry. A study of the alcohols, dyes, etc. Three lectures and one laboratory period a week. Prerequisite—Chemistry 111-121.

First semester, four hours. (Offered 1936-37 and alternate years thereafter.)

## Ch. 221—ORGANIC CHEMISTRY—AROMATIC SERIES

A continuation of Ch. 211. A study of benzene, aromatic alcohols, dyes, etc. Three lectures and one laboratory period a week.

Second semester, four hours.

## By. 111—BIOLOGY—ZOOLOGY

A study of the principal phyla of animals. Three lectures and one laboratory period a week.

First semester, four hours.

## By. 121—BIOLOGY—BOTANY

A study of the principal groups of plants with emphasis upon the chemical and physical processes underlying growth. Three lectures and one laboratory period a week.

N. B. The majority of colleges and universities make a charge of from five to fifteen dollars a semester to students taking science, but the Bob Jones College makes no extra charge for laboratory work. This places all students of the college on an equal footing and enables the science student to get his college training at the same cost as that of the student majoring in another subject.



## EDUCATION

Miss Henley

Under the present state regulations in Tennessee, students who have completed two full years of college work including 12 semester hours in courses in education, are eligible to receive (upon payment of a fee of \$2.00) a permanent professional certificate to teach in the elementary schools.

The Teachers Course offered in the college is approved by the State Board of Education.

The courses in this department are designed particularly for students who expect to teach in the elementary school. See also Department of Psychology for courses in general and educational psychology.

By means of textbook study and library research students are given opportunity to become acquainted with the viewpoint of authorities representing various phases of education. In addition, opportunity is afforded through observation and practice to test principles learned.

As to methods of teaching, in keeping with the best educational thought, the eclectic point of view is held throughout.

### Ed. 111—INTRODUCTION TO TEACHING

An orientation course in the teaching procedure. Special study is given to teaching techniques, and the use of different types of materials and subject matter content. Opportunity is given for students to observe and evaluate the teaching in the elementary city public schools. Text, lectures, assigned readings, and observation.  
First semester, three hours.

### Ed. 121—CLASS MANAGEMENT IN THE ELEMENTARY SCHOOLS

The psychological aspects of the problems of school management are taken into consideration, but special emphasis is placed on class room organization and control as a social problem of large importance. Text, lectures, assigned readings.  
Second semester, three hours.

### Ed. 112—PUBLIC SCHOOL ART

A course planned for grade teachers who wish to become

more efficient in the teaching of drawing, designs, color, construction, and appreciation.

Topics: Drawing—human figure, animals, birds, plants, trees, constructed objects; color; design; lettering; posters and cards; paper and cardboard construction—boxes and booklets; modeling; appreciation.  
First semester, one hour.

### Ed. 122—PUBLIC SCHOOL ART

A continuation of Ed. 112.  
Second semester, one hour.

### Ed. 211—MATERIALS AND METHODS IN THE ELEMENTARY SCHOOLS

A study of objectives in elementary curriculum studies together with consideration of accepted methods and procedures for attaining these objectives. Directed observation in local schools. Text, lectures, assigned readings, demonstration lessons, observation.  
First semester, three hours.

### Ed. 221—METHODS AND PRACTICE TEACHING IN THE ELEMENTARY SCHOOLS

A comparative study of state courses of study in elementary education. Following continued observation each student completes a period of supervised practice teaching in the city elementary public schools. Text, lectures, assigned readings, reports, observation, and practice teaching.  
Second semester, three hours.

### Mu. 314—PUBLIC SCHOOL MUSIC

This course is planned for prospective grade teachers designed to fit them to teach public school music in their respective grades with efficiency and understanding. A study of the nature of the child's voice, consideration of materials, methods, and activities suited to the elementary grades. Lectures, demonstrations, music appreciation, assigned readings and reports, class practice in the proper presentation of songs.  
First semester, one hour.

### Mu. 324—PUBLIC SCHOOL MUSIC

A continuation of Mu. 314.  
Second semester, one hour.



**ENGLISH**

Miss Holmes, Mr. Fellows

**En. 101—MINIMUM ESSENTIALS OF ENGLISH**

An elementary course in the fundamentals of grammar, punctuation, and sentence construction, designed to meet the needs of freshmen who are deficient in preparatory English. For such students this course is prerequisite to English III. Entrance to the course will be determined by examinations given to all students entering the freshman class.

First or second semester, no credit.

**En. 111—RHETORIC AND COMPOSITION**

A course designed primarily to teach clear and correct expression. Training in the fundamentals of prose composition is emphasized. Attention is also given to the study of English literature, particularly in the field of English poetry.

First semester, three hours.

**En. 121—RHETORIC AND COMPOSITION**

A continuation of En. 111.

Second semester, three hours.

**En. 211—ENGLISH LITERATURE**

A course tracing the principal developments in English literature from the earliest period to the present day. Primarily for sophomores. Prerequisite: En. 111-121.

First semester, three hours.

**En. 221—ENGLISH LITERATURE**

A continuation of En. 211.

Second semester, three hours.

**En. 311—AMERICAN LITERATURE**

A general survey of the prose and poetry of the United States from the founding of the Colonies to the "War between the States", with special attention to the literature of New England and the South. Prerequisite: En. 211-221.

First semester, three hours.

**En. 321—AMERICAN LITERATURE**

A study of American prose and poetry from the middle

of the nineteenth century to the present time, with special attention to the contemporary American novel and short story and modern verse. Prerequisite: En. 311.

Second semester, three hours.

**En. 312—COMPARATIVE DRAMA**

A survey of the drama from its beginning to the English Restoration, with a study of Greek, Roman, Spanish, and French dramas in translation. Prerequisite: En. 221.

First semester, three hours. (Offered 1936-37 and alternate years thereafter.)

**En. 322—COMPARATIVE DRAMA**

A continuation of En. 312. Continental, British, and American dramas, beginning with Ibsen and continuing to the present day. Works of all the great modern playwrights are read and discussed, and a study is made of all the movements and types of drama. Prerequisite: En. 312.

Second semester, three hours. (Offered 1936-37 and alternate years thereafter.)

**En. 313—SHAKESPEARE**

A critical study of the principal plays of Shakespeare, with attention to their sources, construction, and characterization. Lectures, essays, and readings. Prerequisite: En. 221.

First semester, three hours. (Offered 1936-37 and alternate years thereafter.)

**En. 323—SHAKESPEARE**

An intensive study of the historical plays of Shakespeare. Offered only as an elective to students minoring in English. Prerequisite: En. 313.

Second semester, three hours. (Offered 1936-37 and alternate years thereafter.)

**En. 314—PROSODY AND INTERPRETATION**

A study of the various types of poetry, the essentials of their construction—meter, rhyme, cadence, rhythm, and tone-color—and principles governing their interpretation. Allowed as credit in Speech to students doing their major work in that department. Prerequisite: En. 121.

First semester, two hours. (Offered 1937-38 and alternate years thereafter.)



**En. 324—MODERN POETRY**

A course in the construction and interpretation of the works of the chief contemporary English and American poets. Lectures, readings, and class discussions. Second semester, two hours. (Offered 1937-38 and alternate years thereafter.)

**En. 411—ENGLISH POETRY OF THE VICTORIAN PERIOD**

A study of the nineteenth century major poets: Tennyson and Browning. Prerequisite: En. 211. First semester, two hours. (Offered 1936-37 and alternate years thereafter.)

**En. 421—ENGLISH POETRY OF THE VICTORIAN PERIOD**

A continuation of En. 411. Second semester, two hours. (Offered 1936-37 and alternate years thereafter.)

**En. 412—THE ENGLISH ROMANTIC POETS**

A critical and inspirational study of the poetry of Wordsworth, Coleridge, Scott, Byron, Shelley, and Keats. Prerequisite: En. 221. First semester, two hours. (Offered 1937-38 and alternate years thereafter.)

**En. 422—THE SHORT STORY**

Critical analysis of and exercises in the construction of the modern short story. Prerequisite: En. 321. Second semester, two hours. (Offered 1937-38 and alternate years thereafter.)

**En. 413—ADVANCED COMPOSITION**

A detailed study of the form of prose composition, emphasizing creative writing by lectures, practice in writing, and conferences. Prerequisite: En. 121. First semester, two hours. (Offered 1937-38 and alternate years thereafter.)

**En. 423—ADVANCED COMPOSITION**

A continuation of En. 412, with special attention to the prosody and the forms of poetry. Second semester, two hours. (Offered 1937-38 and alternate years thereafter.)

**En. 415—ADVANCED GRAMMAR**

A comprehensive course in the study of English grammar,

required of all seniors who are found to be deficient in grammar and rhetoric, or who have not shown satisfactory improvement in these particulars. Second semester, no credit.

**ANCIENT LANGUAGES**

Dr. Bruner, Mr. Moore, Mrs. Allen, Miss Reeves

**New Testament Greek****Gr. 111—BEGINNER'S GREEK GRAMMAR**

A mastery of the forms, syntax, pronunciation, accent, and vocabulary of the Koine Greek is the aim of the first year's work. The student should have a good foundation in English grammar before attempting this course. Text: "Beginner's Grammar of the Greek New Testament," by W. H. Davis. First semester, three hours.

**Gr. 121—BEGINNER'S GREEK GRAMMAR**

A continuation of Gr. 111. Second semester, three hours.

**Gr. 211—SECOND YEAR GREEK**

Review of grammar; irregular verbs. Reading of Mark's Gospel. Books required: Greek New Testament and Souter's "A Pocket Lexicon to the Greek New Testament." First semester, three hours.

**Gr. 221—SECOND YEAR GREEK**

A continuation of Gr. 211. Second semester, three hours.

**Gr. 311—THIRD YEAR GREEK**

Advanced grammar. A study of Robertson and Davis's "New Short Grammar of the Greek Testament". Parallel reading throughout the year. First semester, three hours.

**Gr. 321—THIRD YEAR GREEK**

A continuation of Gr. 311. Exegesis of Philippians. Text: A. T. Robertson's "Paul's Joy in Christ." Second semester, three hours.



- Gr. 411—FOURTH YEAR GREEK  
Exegetical work in the Greek New Testament. Parallel reading.  
First semester, three hours.
- Gr. 421—FOURTH YEAR GREEK  
A continuation of Gr. 411.  
Second semester, three hours.

### Old Testament Hebrew

- He. 111—BEGINNER'S HEBREW GRAMMAR  
Forms and syntax, pronunciation, vocabulary, written exercises.  
First semester, three hours.
- He. 121—BEGINNER'S HEBREW GRAMMAR  
A continuation of He. 111.  
Second semester, three hours.
- He. 211—SECOND YEAR HEBREW  
Reading in Genesis and other books; syntax.  
First semester, three hours.
- He. 221—SECOND YEAR HEBREW  
A continuation of He. 211.  
Second semester, three hours.

### Latin

The Latin courses are primarily for those pupils who have completed four years of high school Latin. There are some, however, who enter college with only three years of high school Latin, but wish to continue the study of the subject. The college is glad to organize classes for these pupils, many of whom do excellent work in college Latin.

Collateral reading is assigned throughout the four years, and reference books in Roman literature, archaeology, and mythology are accessible for the use of students. The needs of prospective teachers of Latin are kept in mind, and the second semester of the senior year is devoted to an intensive teacher-training course.

- L. 111—FIRST YEAR LATIN  
Cicero, *De Senectute* or *De Amicitia*, prose composition

and syntax. Livy, Books XXI and XXII, prose composition and syntax. Virgil's *Aeneid*, Books VII-XII.  
First semester, three hours.

- L. 121—First YEAR LATIN  
A continuation of L. 111.  
Second semester, three hours.
- L. 211—SECOND YEAR LATIN  
Horace, *Odes* and *Epodes*, prose composition; *Meters of Horace*, Tacitus, *Agricola*, and *Germania*, prose composition, Roman life under the empire; Cicero and Pliny, *Letters*.
- L. 221—SECOND YEAR LATIN  
A continuation of L. 211.  
Second semester, three hours.
- L. 311—THIRD YEAR LATIN  
Catullus, *Odes*; *Meters of Catullus*; Martial, *Epigrams*, *Meters of Martial*; Horace, *Satires* and *Epistles*.  
First semester, three hours.
- L. 321—THIRD YEAR LATIN  
A continuation of L. 311.  
Second semester, three hours.
- L. 411—FOURTH YEAR LATIN  
Juvenal, *Satires*; Persius, *Satires*; Apulius, *Cupid and Psyche*. Rapid review of Caesar, Cicero, and Virgil high school texts with special emphasis on syntax and grammar; methods of teaching high school Latin.  
First semester, three hours.
- L. 421—FOURTH YEAR LATIN  
A continuation of L. 411.

### MODERN LANGUAGES

Dr. Bruner, Miss Seay, Mr. Moore, Mrs. Allen, Mr. Tanaka

#### French

- Fr. 111—ELEMENTARY FRENCH  
French grammar with a thorough study of French phonetics and pronunciation, constant practice in writing, dic-



tation, spelling, various tense formations, reading of short stories and easy plays.

First semester, three hours.

Fr. 121—ELEMENTARY FRENCH

A continuation of Fr. 111. Simple conversation, advanced reading, and composition work.

Second semester, three hours.

Fr. 211—INTERMEDIATE FRENCH

Reading of moderate difficulty, conversation, composition, dictation, French phonetics, the study of rules and principles of French grammar. The works of such authors as Francois, Halevy, Labiche et Martin, Alexander Dumas, About, Daudet, and Merimee read and discussed. Reports are required. Prerequisite, Fr. 111-121, or two years of high school French.

First semester, three hours.

Fr. 221—INTERMEDIATE FRENCH

A continuation of Fr. 211.

Second semester, three hours.

Fr. 311—SURVEY OF FRENCH LITERATURE

A rapid reading of French plays and representative novels, both classical and modern. Advanced composition. A brief outline of the corresponding periods of literature; lectures in French and English given at intervals. Reports on parallel reading required. Prerequisite, Fr. 211-221.

First semester, three hours.

Fr. 321—SURVEY OF FRENCH LITERATURE

A continuation of Fr. 311.

Second semester, three hours.

Fr. 411—MODERN FRENCH DRAMA

A survey of modern French drama since 1700. Special attention is given to the theatrical principles, changes, and ideas of the different dramatic schools of the last two centuries. Representative plays from the different schools read and discussed. Written and oral reports required. Prerequisite: Either Fr. 211-221 or 311-321.

First semester, three hours.

Fr. 421—MODERN FRENCH DRAMA

A continuation of Fr. 411.

Second semester, three hours.

### German

Ge. 111—ELEMENTARY GERMAN

Pronunciation; grammar; exercises, written and oral.

First semester, three hours.

Ge. 121—ELEMENTARY GERMAN

A continuation of Ge. 111, with reading of easy texts and composition.

Second semester, three hours.

Ge. 211—SECOND YEAR GERMAN

Review of grammar, reading of prose and poetry, exercises in composition.

First semester, three hours.

Ge. 221—SECOND YEAR GERMAN

A continuation of Ge. 211.

Second semester, three hours.

Ge. 311—SCIENTIFIC GERMAN

Reading of scientific text; exercises in composition.

First semester, three hours.

Ge. 321—SCIENTIFIC GERMAN

A continuation of Ge. 311.

Second semester, three hours.

### Spanish

S. 111—ELEMENTARY SPANISH

The elements of grammar, careful training in pronunciation, reading of easy prose, and composition.

First semester, three hours.

S. 121—ELEMENTARY SPANISH

A continuation of S. 111, with more advanced reading, more use of oral Spanish, and composition work.

Second semester, three hours.

S. 211—THE MODERN NOVEL

A thorough review of grammatical principles and rules, with advanced composition. The representative contem-



porary novelists are studied. Written reports on parallel reading covering this period of literature required. Prerequisite, S. III - 121, or two years of high school Spanish. First semester, three hours.

S. 221—THE MODERN DRAMA

A continuation of S. 211. The reading of plays by contemporary dramatists such as the Quintero brothers and Martinez Sierra. Written reports on parallel reading of the contemporary period of Spanish drama. Second semester, three hours.

S. 311—SPANISH LITERATURE OF THE NINETEENTH CENTURY

The study of irregular verbs; theme work in Spanish; the reading of representative novels and plays; written reports on parallel reading, and conversation. Reading of novels by Valera and Valdes. Prerequisite: S. 211-221. First semester, three hours.

S. 321—SPANISH DRAMA OF THE NINETEENTH CENTURY

A continuation of S. 311. The reading of plays by Tamayo y Baus and Galdos. Parallel reading with written reports. Second semester, three hours.

S. 411—THE GOLDEN AGE OF SPANISH LITERATURE

A course offered to students whose major or minor field is in the Romance languages. It consists of the study of Old Spanish dialects and literature, including "Novelas Ejemplares" by Cervantes, "El Buscon" by Quevedo, and other picaresque novels. First semester, three hours.

S. 421—EARLY SPANISH DRAMA

A continuation of S. 411. Plays by Lope de Vega, Tirso de Molina, Calderon, and Ruiz de Alarcon. Second semester, three hours.

### HISTORY AND THE SOCIAL SCIENCES

Dr. Jones, Mr. Edwards

Hi. 111—HISTORY OF CIVILIZATION

An orientation course for all college freshmen. Survey of

the history of mankind from the earliest times to the present. Text and selected readings. First semester, three hours.

Hi. 121—HISTORY OF CIVILIZATION

A continuation of Hi. 111. Second, semester, three hours.

Hi. 211—UNITED STATES HISTORY

American history from 1492 to 1828. An introductory college course designed for those who desire a general knowledge of early American history. First semester, three hours.

Hi. 221—UNITED STATES HISTORY

American history from 1828 to the present day. A continuation of Hi. 211. Second semester, three hours.

Hi. 311—THE MIDDLE AGES

A brief survey of the history of Western Europe from the dissolution of the Roman Empire to the opening of the Renaissance. First semester, three hours.

Hi. 312—THE FRENCH REVOLUTION AND NAPOLEONIC ERA

A survey of French History from 1789 to 1870 giving special emphasis to the social, political, and religious aspects of the Revolution. First semester, two hours. (Offered 1937-38 and alternate years thereafter.)

Hi. 322 RECENT RUSSIAN HISTORY

Comprehensive study of Russia since 1900 with special emphasis given to the nineteenth century background of the Revolution. The Soviet Government including the Five Year Plans, the Constitution, and the "World Revolutions" are discussed. Second semester, two hours. (Offered 1937-38 and alternate years thereafter.)

Hi. 411—A HISTORY OF THE HEBREW PEOPLE

A summary of the history of the Chosen People from the call of Abraham to the fall of Jerusalem in 70 A. D. Spe-



cial attention is given to the economic and political conditions of the Ancient World and the Roman Empire and their effect upon Israel. The work and journeys of apostolic missionaries are discussed. Text: The Old and New Testament and selected readings from Josephus and other historians.

First semester, three hours. (Offered 1937-38 and alternate years thereafter.)

Hi. 421—A HISTORY OF THE HEBREW PEOPLE

A continuation of Hi. 411.

Second semester, three hours. (Offered 1937-38 and alternate years thereafter.)

Hi. 412—THE RENAISSANCE

A brief history of the "Great Awakening", with special emphasis upon the development in art, literature, politics, religion, and intellectual concepts.

First semester, two hours. (Offered 1937-38 and alternate years thereafter.)

Hi. 422—THE REFORMATION

A detailed study of this period of change and transition and of its leading figures. Special attention is given to the political, economic, social, and religious aspects of the period.

Second semester, two hours. (Offered 1937-38 and alternate years thereafter.)

Hi. 413—HISTORY OF LATIN AMERICA

A survey course designed to acquaint students with the Republics of Central and South America. The course begins with the early Spanish explorations and conquests. The relation of the United States and European nations to the countries of Latin America are analyzed and the workings of the Monroe Doctrine are thoroughly discussed.

First semester, three hours. (Offered 1938-39 and alternate years thereafter.)

Hi. 423—HISTORY OF LATIN AMERICA

A continuation of Hi. 413.

Second semester, three hours. (Offered 1938-39 and alternate years thereafter.)

Hi. 414—ENGLISH HISTORY

A survey of English History from the earliest times to the reign of Queen Elizabeth.

First semester, two hours. (Offered 1937-38 and alternate years thereafter.)

Hi. 424—ENGLISH HISTORY

Continuation of Hi. 414 beginning with the "glorious reign" of Elizabeth and continuing to the present time, special emphasis being given to the economic and social revolutions and to the building of the British Empire.

Second semester, two hours. (Offered 1937-38 and alternate years thereafter.)

So. 311—GENERAL SOCIOLOGY

An introduction to the scientific study of social problems, involving human behavior, social contacts, isolation, competition, accommodation, population, conflict, assimilation, social control, and progress.

First semester, three hours.

So. 321—GENERAL SOCIOLOGY

A continuation of So. 311.

Second semester, three hours.

Ec. 311—AN INTRODUCTION TO ECONOMICS

A general course designed to guide college students into a knowledge of the fundamental principles of the economic world in which we live. A brief treatment of economic history together with a general discussion of production and consumption, money, banking and exchange, distribution, and current economic problems.

First or second semester, three hours.

G. 211—COLLEGE GEOGRAPHY

This course is designed for prospective teachers of geography and for those who desire to pursue the study of history, economics, or sociology.

First semester, three hours. (Offered 1937-38 and alternate years thereafter.)



**MATHEMATICS AND ASTRONOMY**

Miss Hutto, Miss Gaston

**Ma. 101—ELEMENTARY ALGEBRA**

A review of high school algebra required of students who are not prepared for freshman mathematics.  
First semester, two hours, no college credit.

**Ma. 111—COLLEGE ALGEBRA**

A rapid review of high school algebra; the quadratic equation, proportions, progressions, functions, graphs, theory of equations, permutations, combinations, probability, and determinants.  
First semester, three hours.

**Ma. 121—TRIGONOMETRY**

Solution of the triangle and the use of logarithms in computation; trigonometric identities.  
Second semester, three hours.

**Ma. 112—GENERAL MATHEMATICS**

For students who plan to take only one year of mathematics. Includes elementary problems in algebra, trigonometry, analytic geometry, and calculus.  
First semester, three hours.

**Ma. 122—GENERAL MATHEMATICS**

A continuation of Ma. 112.  
Second semester, three hours.

**Ma. 113—SOLID GEOMETRY**

Recommended for students who have not had it in high school and who expect to pursue mathematics beyond the freshman year.  
First semester, three hours.

**Ma. 211—PLANE ANALYTIC GEOMETRY**

The algebraic study of figures of geometry and the plane sections of a cone. Systems and transformations of coordinates.  
First semester, three hours.

**Ma. 221—INTRODUCTION TO CALCULUS**

An introductory course in the differentiation and the integration of elementary forms.  
Second semester, three hours.

**As. 311—ASTRONOMY**

The study of the celestial sphere, astronomical instruments and measurements, the earth as an astronomical body, and descriptive astronomy of the sun and moon.  
For juniors and seniors.  
First semester, three hours.

**As. 321—ASTRONOMY**

A study of eclipses, planets, satellites, comets, meteors, shooting stars, nebulae, and fixed stars. For juniors and seniors.  
Second semester, three hours.

**PSYCHOLOGY AND PHILOSOPHY**

Miss Hutto, Miss Henley

**Ps. 211—GENERAL PSYCHOLOGY**

A course aiming to acquaint the student with the fundamental conditions and facts of conscious behavior, including the physiological basis of behavior, native traits, emotions, feelings, sensations, learning, habit formation, memory, and perception. Text, lectures, demonstrations, assigned readings.  
First semester, three hours.

**Ps. 221—EDUCATIONAL PSYCHOLOGY**

An elementary study of psychology as applied to education, to include the items of original tendencies; laws of learning, amount, rate, limit, conditions, spread and permanence of improvement; mental work and fatigue, individual differences. Text, lectures, assigned readings.  
Second semester, three hours.

**Ph. 321—INTRODUCTION TO PHILOSOPHY**

A study of the relation of the individual to society, a perspective of human life, discipline and understanding, principles and systems of philosophy, attitudes to man, God, and the universe. Text, lectures, assigned readings.  
Second semester, three hours.



**SPEECH**

Miss Flood, Dr. Jones, Mr. Fellows, Miss Adams,  
Miss Wilson

Sp. 111—FUNDAMENTALS OF EXPRESSION AND INTER-  
PRETATION

A general course in the theory and practice of speech, in which the following will be studied: Voice, expressive movements, interpretation and reading of poems and prose selections, and the giving of short original speeches. First semester, three hours.

Sp. 121—FUNDAMENTALS

A continuation of Sp. 111.  
Second semester, three hours.

Sp. 211—PUBLIC SPEAKING

Outlining, writing, and delivering of speeches for various occasions, and the study of some of the outstanding speeches of history. Prerequisite: Sp. 111-121.  
First semester, three hours.

Sp. 221—ARGUMENTATION AND DEBATE

A study of the finding of issues and the writing of briefs, with practice in debate work and parliamentary procedure.  
Second semester, three hours.

Sp. 311—INTERPRETATIVE READING

An advanced course in the study of types of literature and their interpretation. Prerequisite: Sp. 111-121.  
First semester, three hours.

Sp. 321—CHARACTERIZATION OR IMPERSONATION

Designed for those interested in dramatic reading. Analysis of Katherine and Petruchio from Shakespeare's "Taming of the Shrew", and other readings requiring the study of various types of characters. Prerequisite: Sp. 111-121.

Second semester, three hours.

Sp. 312—PLAY PRODUCTION

The principles of stage design, lighting, and the various phases of production; practical experience in designing costumes and constructing scenery for the Shakespearean productions of the college.  
First semester, three hours.

Sp. 322—PLAY PRODUCTION

A continuation of Sp. 312, with emphasis on the directing of high school plays, religious dramas, and pageants.  
Second semester, three hours.

Sp. 314—PROSODY AND INTERPRETATION

(See English 314)

Sp. 412—PROGRAM PLANNING AND RADIO TECHNIQUE

First semester, two hours.

Sp. 422—PROGRAM PLANNING AND RADIO TECHNIQUE

A continuation of Sp. 412.  
Second semester, two hours.

Sp. 413—DICTION

A study of words, attention being given to the pronunciation and meaning, and a study of voice, articulation, and enunciation in its relation to diction.  
First semester, one hour.

Sp. 423—DICTION

A continuation of Sp. 413.  
Second semester, one hour.

Sp. 414—THE CLASSIC PLAYERS

Practical experience in acting and an appreciation of Shakespeare is gained by membership in the Classic Players. A varied repertoire of plays is maintained from which at least two productions are made each year. Membership is open to all students who show sufficient ability through "try-outs".  
First and second semesters, various credits.

Sp. 415—PRIVATE LESSONS

One hour each semester. Open only to juniors and seniors.



**MUSIC**

Mr. Irey, Mr. Berg, Miss Dickman, Miss Harris, Mrs. Parker,  
Miss Catherwood, Miss Henley, Mrs. Anderson

The Bob Jones College, in endeavoring to give the student a well-rounded education, and in seeking to give all who enter its doors an opportunity to develop every talent they possess, offers its courses in music, without any additional cost except the regular tuition. By doing so the college gives musical opportunities to those who otherwise would not afford them.

The college offers the Bachelor of Arts degree with a major in music. Piano, organ, voice, or violin may be chosen as a major.

Students who expect to enter the freshman class in music should have adequate preparation in their major musical subject. Such applicants will be given an informal examination upon entrance, and will be classified according to their grade of advancement.

The requirements for the Bachelor of Arts degree with a major in music are outlined on page 25.

All students who desire to major in piano, voice, violin, or pipe organ must show adequate preparation and background. To this end an applicant will be given an informal examination upon entering. If the student passes this examination creditably, he will be admitted tentatively for major work in music. At any time within the first year, the instructor may suggest that the student who has not made sufficient progress is not qualified to continue as a candidate toward a degree with a major in music.

**MUSIC THEORY COURSES****Mu. —SIGHT-SINGING AND TERMINOLOGY**

The chief aim of this course is to familiarize the student with musical notations, scales, dictation, and different rhythms, that he may be able to sing simple melodies leading up to more complicated and varied song study: folk songs, ballads, hymns, classical and modern songs. During the year the class does considerable two, three, and four-part singing. Special attention is paid to cor-

rect diction, articulation, expression, interpretation, and intonation. This course is required of all voice students. First semester, two hours.

**Mu. 121—SIGHT-SINGING AND TERMINOLOGY**

A continuation of Mu. 111.  
Second semester, two hours.

**Mu. 112—HARMONY**

Scales, intervals, melodic and chord analysis and writing. Harmonization of melody and figured bass in open harmony, using triads, dominant 7th, and inversions; harmonic analysis; transcription.  
First semester, two hours.

**Mu. 122—HARMONY**

Harmonization of melody to bass using all chords and modulations.  
Second semester, two hours.

**Mu. 211—HARMONY**

A continuation of Mu. 122 to include the unessential dissonance. Harmonic analysis; transcription. Prerequisite: Mu. 112-122.  
First semester, two hours.

**Mu. 221—HARMONY**

Keyboard harmonization of melodies and basses with sequences, cadences, modulations, and harmonic dictation.  
Second semester, two hours.

**Mu. 311—HARMONY**

A comprehensive review of previous courses with additional and more advanced material.  
First semester, two hours.

**Mu. 321—HARMONY**

A continuation of Mu. 311.  
Second semester, two hours.

**Mu. 212—HISTORY OF MUSIC AND APPRECIATION**

The object of this course is to give a broad, general understanding of music. Ancient music, music of the early Church, development of notation, the early con-



trapuntal schools, secular music, opera, and oratorio are studied. Biographical and appreciative study of the lives and writings of the classical, romantic, and early modern composers is also taken up during this course of study.

First semester, two hours.

Mu. 222—HISTORY OF MUSIC AND APPRECIATION

A continuation of Mu. 212.

Second semester, two hours.

Mu. 312—MUSIC APPRECIATION AND HISTORY

This course is intended to provide for the student a background with which to appreciate and evaluate for himself the good in musical literature. A general study of nationality in music, the orchestra, and musical form, together with the lives of leading classical, romantic, early modern, and American composers. Illustrations with piano, violin, voice, and recordings.

First semester, two hours.

Mu. 322—MUSIC APPRECIATION AND HISTORY

A continuation of Mu. 312.

Second semester, two hours.

Mu. 314—PUBLIC SCHOOL MUSIC

This course is planned particularly for prospective elementary school teachers. It is designed to fit them to teach public school music in their respective grades with efficiency and understanding. A study of the nature of the child's voice, consideration of materials, methods and activities suited to the elementary grades. Lectures, demonstrations, music appreciation, assigned readings and reports, and class practice in the presentation of songs.

First semester, one hour.

Mu. 324—PUBLIC SCHOOL MUSIC

A continuation of Mu. 314.

Second semester, one hour.

Mu. 411—COUNTERPOINT

Elementary in free style in two and three parts, with

simple inversions. Motive development leading into writing of simple two and three-part inventions.  
First semester, two hours.

Mu. 421—COUNTERPOINT

A continuation of Mu. 411.

Mu. 412—ORCHESTRATION

A study is made of the particular character of the instruments of the orchestra, their tone qualities, ranges, and effective groupings. Much original scoring is submitted for various combinations of instruments.  
First semester, two hours.

Mu. 422—ORCHESTRATION

A continuation of Mu. 412.

Second semester, two hours.

Mu. 413—EVANGELISTIC PIANO PLAYING

A practical course covering all the elements that go to make up successful accompanying, both for solo and group work and in playing for a congregation.  
No credit.

Mu. 414—CONDUCTING

A course enabling the student to direct and interpret hymns and Gospel songs, offered to any one desirous of entering Christian work and required of all ministerial students and those majoring in religion.  
No credit.

Mu. 415—STRING ENSEMBLE

This includes string quartets and other string ensemble groups. A study and performance of sonatas, trios, quartets, and classical and modern literature is made.  
No credit.

Mu. 416—VOCAL ENSEMBLE

Open to any student who possesses ability in singing in vocal ensembles such as duos, trios, and quartets. Practical experience on the weekly vesper programs is offered those taking this course.  
No credit.

Mu. 417—ACCOMPANYING AND ENSEMBLE

Offered to train students in the art of accompanying



and interpretation.  
First semester, two hours.

### Mu. ACCOMPANYING AND ENSEMBLE

Continuation of Music 417.  
Second semester, two hours.

## PIANO

The Piano Department offers elementary music for students with little or no previous training.

For students wishing to major in piano and to graduate with a Bachelor of Music degree, the following outline is given:

### Freshman Year

1. Scales and technical exercises.
2. Studies from Czerny, and Bach-Busoni Two Part Inventions.
3. Selected sonatas from Mozart and Haydn.
4. Selected compositions from classic, romantic, and modern composers.

### Sophomore Year

1. Scales and technical exercises.
2. Selected studies from Czerny or Clementi.
3. Bach's Three Part Inventions.
4. Selected Mozart Sonatas.
5. Selected compositions from classic, romantic, and modern composers.

### Junior Year

1. Scales and technical exercises.
2. Selected studies from Czerny or Clementi.
3. Bach's Well-Tempered Clavichord or Handel suite.
4. Selected Beethoven sonatas.
5. Compositions from classic, romantic and modern composers.

### Senior Year

1. Advanced technique.

2. Selected sonatas by great composers.
3. Preparation and presentation of Senior Recital consisting of sonata, fugue, and selections from romantic and modern composers.

## ORGAN

Students who plan to study organ should first acquire a thorough piano technique.

**Freshman** Best, "The Art of Organ Playing" (J. Fischer).  
**Year** Preparatory studies—for manuals alone. Trios for manuals and pedals. Bach: Selected Chorale Preludes (Orgelbuchlein); Pastorale; Short Preludes and Fugues; Canzona (Schirmer 111); Prelude and Fugues, E minor (Schirmer 111). Easier work of Mendelssohn, Guilmant, and other old and modern masters.

**Sophomore** Bach: Trio Sonata 1; selected Chorale Preludes;  
**Year** Preludes and Fugues, C minor, C major (Schirmer 111); Little Fugue, G minor; Prelude and Fugue; D minor (violin) (Schirmer 111); Preludes and Fugues, A minor, F minor (Schirmer IV). Mendelssohn: Sonata IV. A sonata by Rheinberger or Guilmant. Cesar Franck: Contabile or Andantino; Pastorale; Prelude, Fugue and Variation. Widor: Symphony II or IV. Selected modern compositions of American, English, French, or German composers.

**Junior** Bach: Trio Sonata IV or V; Concerto in A minor;  
**Year** Selected Chorale Preludes; Toccato and Fugue, D minor; Preludes and Fugues in A minor and B minor; Passacaglia; Fugue A la Gigue. A concerto by Handel. Cesar Franck: Piece Heroique; Choral in A minor; Fantasia in C major; Widor; Symphony VI or V (Variation and Toccata). Mendelssohn: Sonata I or VI. Sonata comparable to the Guilmant First or the Rheinberger in D minor. Selected modern compositions.

**Senior** Bach: Trio Sonata VI or II; Toccatas and Fugues in  
**Year** C and F major; Preludes and Fugues in D (Schirmer II) and E flat (Schirmer III). Franck: Choral No. 1 or 2; Finale in B flat; Grande Piece Symphonique. Mendelssohn: Sonata III or IV. Widor: Symphony VIII. Vierne: Symphony 1. Representative modern compositions.



## VOICE

The course in Voice Culture comprises a thorough knowledge of tone formation and production, enunciation, articulation and expression—the foundation of all work being the proper placing of the voice and correct breathing, after which the rounding of the tones, the study of tone color, flexibility of the voice, acquirement of style, artistic interpretation and execution are emphasized. The object in the course of Voice Culture is to enable the student to be an intelligent, sincere, and artistic singer of secular and sacred music.

The course of study is modified to suit the individual needs, according to the special profession the student desires to follow, such as teaching, concert work, radio, or ecclesiastical music. Many selections are studied and prepared to develop technical proficiency, artistic and classic interpretation and cultivated musicianship. Through the entire course careful attention is paid to the study of diction and vowel formation, to tone analysis, and to the blending of the low, medium, and high compass of the voice, to the training of the body, correction of any vocal defects, study of songs of varied character, text, and expression, and to the arrangement and presentation of concert and recital programs.

## COURSE OF STUDY

A four-year course is arranged in which progress will depend largely upon individual aptitude and application.

**First and Second Year** Elements of notation, exercises in breathing, tone thinking, analysis, solfeggio and vocalises, studies by Root, Sieber, and Concone, songs of moderate difficulty.

**Third Year** A continuation of correct tone thinking and production, with special stress on vowels and consonants, articulations, Italian and French diction, studies by Marchesi, and Concone, songs by classical and well known modern composers.

**Fourth Year** Exercises in velocity, chromatic, arpeggios, and varied intervals and scales, development of the trill, staccato exercises in rapid tempo, technique and embellishments; dramatic tone; pianissimo and fortissimo, song interpretation, Italian, French, and German diction; classic, romantic, and modern songs and arias from operas and oratorios.

## VIOLIN

A preparatory course is provided for beginners and the intermediate grades. The following outline is given for those who are working toward a degree.

**Freshman Year** Fundamental technical exercises of Sevcik; double stop studies; Mazas Studies, Op. 36, Book 1; Kayser, Op. 20, Book 111; fore part of Kreutzer Etudes; Sonatas by Handel; Concertos by Sitt, Viotti, Kreutzer, and Accolay.

**Sophomore Year** Three octave scale and arpeggio studies; Sevcik bowings; Kreutzer Etudes continued; Fiorillo; Concertos: Rode No. 7, Viotti No. 22; moderately difficult pieces by DeBeriot; Vieuxtemps, and other standard works including transcriptions of Kreisler.

**Junior Year** Technical studies, Sevcik Op. 1, Parts 3 and 4; Etudes of Fiorillo; Rode, 24 Caprices; Concertos of Mozart, Spohr, Vieuxtemps, or Bach; repertoire building.

**Senior Year** Etudes of Gavinies and Dont; Bach Sonatas for violin alone; Concertos by Mendelssohn, Beethoven, Bruch and Saint-Saens. Concert pieces to display fine tone and technique. Senior recital.



**SCHOOL OF BUSINESS**

Mr. Lee, Mr. Edwards, Mr. Tanaka

The President of the college has felt for some time that there should be somewhere a Christian business school. After much prayer and thought such a school has been established on the campus of the Bob Jones College.

Many young people, because of their financial condition, do not see how it is possible for them to complete a four-year college course, but they would like the privilege of being in the atmosphere of a Christian college for at least one year. This privilege is now offered to such young people. Students may enroll in the Bob Jones College and complete in nine months a course in bookkeeping, shorthand, typewriting, and related subjects, and at the end of the year may receive a certificate upon graduation.

Each student enrolled in the School of Business is required to take Bible in the Bible Department of the Bob Jones College and, in addition, may take speech or music. If such student does not desire to take music or speech, he will be permitted to take three hours of regular college work each semester.

After having completed the business course and the required college work which is given in connection with the business course, the student may then enter, if he desires, the regular Liberal Arts college course and will receive approximately a year's credit for the year's work done in the School of Business, provided the college entrance requirements have been met.

This arrangement will make it possible for many young people to get at least a start in college work. Usually a student who can go to college one year finds it possible to continue his education. However, if after one year in the School of Business a student is not in position to continue college work, he will be equipped to fill a commercial position and will have had the cultural advantage of a business course taken in the environment of a Christian college.

The expenses for the School of Business are the same as in the regular college. See page 19.





**REGULATIONS RELATING TO STUDENTS****Grading System**

The following grading system is used:

A . . . . .	Superior
B . . . . .	Above average
C . . . . .	Average
D . . . . .	Passing Grade
E . . . . .	Condition
F . . . . .	Failure; Course must be repeated
I . . . . .	Incomplete
X . . . . .	Absent from examination

Students who make an E, I, or X are required to make up or complete the work during the following six-weeks period. If this is not done, the grade is changed to an F and the course must be repeated. A small fee is charged for special examinations. Students who remove an E or an I will not be given a grade higher than D.

All College of Business students will be under the same rules and regulations as the students in the Liberal Arts College.

**CERTIFICATES**

All applicants for certificates must be recommended by the Head of the School of Business and by the Dean of the Bob Jones College. In addition, all requirements for graduation must be satisfied.

**OUTLINES OF COURSES****Outline of Stenographic Course**

Shorthand	Spelling
Typewriting	Business Law*
Business English	Business Arithmetic
Business Letter Writing	College Bible
Office Training	College Elective

**Outline of Bookkeeping Course**

Bookkeeping	Business English*
Typewriting	Spelling*
Business Arithmetic	College Bible
Business Law	College Elective
Business Letter Writings*	

**Outline for Combined or Secretarial Course**

Shorthand	Business Law
Typewriting	Spelling
Bookkeeping	Business Arithmetic
Business English	College Bible
Office Training	College Elective
Business Letter Writing	

\* Elective.

Other combinations may be worked out with the approval of the Head of the School of Business and the Dean of the college.



**DEPARTMENTS OF INSTRUCTION****Stenography**

Mr. Lee, Mr. Tanaka

- St. 111—**SHORTHAND**  
A thorough training in the principles of the Gregg System by means of the Functional Method.
- St. 121—**SHORTHAND**  
A continuation of St. 111. Daily dictation of actual business letters and other communications. Students will be trained to transcribe letters quickly, neatly, and accurately.
- St. 211—**REPORTING**  
A review of the principles of the Gregg System. Vocational dictation and Congressional Record dictation to build up the student's vocabulary.
- St. 221—**REPORTING**  
A continuation of St. 211. Designed to prepare the student to pass the Civil Service Examination for senior stenographers, or to qualify for secretarial work requiring a high degree of skill.
- St. 113—**BUSINESS ENGLISH**  
To fit the student to speak and to write readily the clear, correct, forceful English which is necessary in the transaction of present-day business. Appropriate exercises will be included.
- St. 114—**SPELLING**  
Great emphasis is placed on the spelling of words and terms used in business. Pronunciation, meaning, and syllabication also taught.
- St. 115—**BUSINESS LETTER WRITING**  
Different types of business letters studied in order to master the qualities of a well-written letter and the technique of writing business letters.
- St. 125—**OFFICE TRAINING**  
Special instruction in the use of office appliances, in the methods of filing, and in the routine tasks required of the skilled office worker.
- St. 126—**OFFICE PRACTICE**  
Advanced students who reach the required standard of efficiency before the end of the school year will be used in the college office.

**Bookkeeping**

Mr. Edwards

- Bk. 111—**BOOKKEEPING**  
The course includes the elements of bookkeeping with a study of the various accounts. Practice will be given in opening and closing books and in keeping the records for a single proprietorship.
- Bk. 121—**BOOKKEEPING**  
A continuation of Bk. 111. Partnership studied. Special attention given to periodical reports, including trial balances, balance sheet, profit and loss statements, and work sheet.
- Bk. 112—**BUSINESS ARITHMETIC**  
A study of the fundamental principles of arithmetic, with a further study of fractions, percentage, and interest, and the application of the principles to practical business problems in their relation to bookkeeping.
- Bk. 123—**BUSINESS LAW**  
Law will be taught as an agency of social control. The fundamental principles applicable to every day business problems will be studied and applied to cases.
- Bk. 123—**MACHINE BOOKKEEPING**  
This course is designed to prepare the advanced student to do posting on the bookkeeping machine, with especial emphasis on bank bookkeeping. Appropriate drills will be given on the adding machine.



## HIGH SCHOOL

### Purpose

Many parents realize the importance of having their sons and daughters in a Christian atmosphere during their high school years. There is no more critical time in the life of a boy or girl than the years spent in high school. The purpose of the Bob Jones College Academy is to offer four years of high school training in an environment that is Christian and cultural. The high school students have the opportunity of social contact with the college students and the additional advantage of instruction by Christian teachers, all of whom are college or university graduates.

### RATING

The Bob Jones College Academy is a four-year accredited high school.

### ADMISSION

Students are admitted to the academy upon the completion of standard eighth grade work (or junior 11 class work). The applicant should present an official statement from the principal of the school which he formerly attended that he is prepared for the ninth grade (or junior 3) work. If the student wishes to be admitted to any high school class beyond that of the ninth grade (or junior 3), he should present a transcript showing the official record of all high school work previously carried. Not more than 4 units of credits will be accepted for admittance to the tenth grade. Students transferring from an unaccredited high school will be admitted by examination.

### EXPENSES

Tuition each semester covering four academic subjects,  
Bible, physical education, and piano, violin, organ,  
voice, or speech .....\$92.50  
Room and board, a month .....\$27.50

For further information see page 19.

## REQUIREMENTS FOR GRADUATION

Sixteen units of standard high school work are required for graduation. A unit represents five periods of at least 45 minutes each week for 36 weeks. The following subjects are required:

1. Bible, 3 times a week each year (1 unit) \*
2. English, 4 units
3. Foreign language, 2 units
4. American history and Problems in Democracy, 1 unit
5. Mathematics, 2 units (1 in algebra and 1 in plane geometry)
6. Science, 1 unit
7. Home economics (for girls), 1 unit
8. Physical education, each year, (no credit)

Enough additional subjects to make a total of 16 units may be elected from the following list:

1. Commercial subjects\*
2. Foreign languages
3. Mathematics
4. Science
5. Social sciences
6. Home economics
7. Speech

\* Students who transfer from other schools will not be required to have one unit of credit in Bible for graduation.

### CLASSIFICATION

The work completed by the beginning of a school year determines the student's classification. A student who has completed 4 units is classified as a sophomore; 8 units as a junior; 12 units, as a senior.

If a student lacks not more than one of the required number of units, he will be given conditional classification.



### REPORTS AND GRADES

Reports are mailed to the parents or guardians of the students at the end of each nine-weeks period and at the close of each semester.

The system of grading is as follows:

A . . . . .	Excellent
B . . . . .	Above average
C . . . . .	Average
D . . . . .	Passing
E . . . . .	Condition
F . . . . .	Failure
I . . . . .	Incomplete

\* Not more than 4 units of commercial and vocational work will be accepted for graduation.

### COURSES OF INSTRUCTION

The course of study and the textbooks adopted by the state are used. The curriculum includes standard courses in English, history, foreign languages (Latin and French), mathematics, science, home economics, social sciences, commercial subjects, and physical education.

In addition to these regular courses each student is given a course in Bible 3 times each week, and he may have the privilege of taking music or speech without extra cost.

### LEGAL FORMS OF BEQUEST

#### 1. Absolute Bequest:

I give (devise) and bequeath to the Bob Jones College and its successors forever the sum of \_\_\_\_\_

\_\_\_\_\_ dollars (or otherwise describe the gift) for its general corporate purposes (or name a particular corporate purpose).

#### 2. Testamentary Trust Under a Mandatory Power—Bank or Trust Company Trustee:

I direct my executors, as soon after my death as shall be practicable, on my behalf (and as a memorial to \_\_\_\_\_

\_\_\_\_\_ ) to endow the Bob Jones College in the sum of \_\_\_\_\_ dollars, or its equivalent in securities, by the creation of a charitable trust to be administered by a bank or trust company of their selection, acting as trustee under the resolution and declaration of trust known as The Uniform Trust for Public Uses, to collect and pay over or apply the net income arising therefrom to the use of said beneficiary for its general corporate purposes (or name a particular corporate purpose).

#### 3. Annual Contribution.

I wish to pay to the Bob Jones College as a part of my annual budget the sum of \_\_\_\_\_ dollars.

In the event any friend desires to make a gift in some other way, desired information will be furnished on request.

Correspondence regarding the preceding should be addressed to

THE PRESIDENT,

Bob Jones College,

Cleveland, Tennessee.



